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SCHEDULE A - 1

RENT SUPPLEMENT PROGRAM
NORTHWEST TERRITORIES

Agreement between "Canada Mortgage and Housing Corporation"
and "Northwest Territories Housing Corporation".

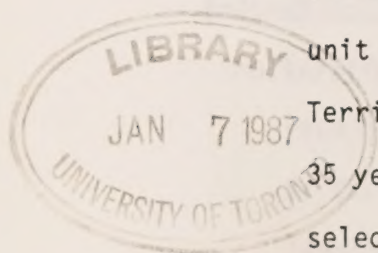
This Program will be delivered and administered by Northwest
Territories Housing Corporation (NWT HC).

1. OBJECTIVE

To assist households in need to obtain affordable,
adequate and suitable rental housing by subsidizing rents
in eligible rental dwellings.

2. PROGRAM DESCRIPTION

The Rent Supplement Program provides assistance to
households in need by reducing the rent paid to a speci-
fied proportion of their income. The assistance is based
on the difference between an agreed upon market rent and
the rent charged according to a rent-to-income scale and
based on the household's adjusted income, as defined in
Appendix "1" to this Schedule. To make this assistance
available, NWT HC and a landlord or housing cooperative
sign an agreement, designating a number of housing units
to be subsidized. The assistance provided for each
unit will be cost-shared 75/25 by Canada and Northwest
Territories and will be available for a maximum term of
35 years. NWT HC, its agencies or housing cooperatives
select households in need to be occupants of the unit.



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For the purpose of this Schedule, NWTHC shall be considered as the eligible contribution recipient under Section 56.1 of the Act and this Schedule shall be deemed to be the agreement referred to in Section 91.1 of the National Housing Loan Regulations.

Enabling Federal Legislation

National Housing Act:

- . Section 56.1

Enabling Territorial Legislation

Northwest Territories Housing Corporation Act:

- . Section 27
- . Section 32

3. ELIGIBILITY CRITERIA

3.1 Owners

Agreements can be made between NWTHC and landlords or housing cooperatives. Housing units receiving other ongoing federal or provincial social housing assistance are not eligible unless such assistance is provided under Sections 15, 15.1 or 34.18 of the Act, subject to the provisions set out in subsection 8.2, or funding under Section 34.1 for the Residential Rehabilitation Assistance Program for the Disabled.

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3.2 Clients

Eligible clients are those households in core housing need, as defined in the Global Agreement, with total household income as defined in Appendix "1" which falls below the core need income threshold, and those with special purpose housing need.

3.3 Projects

NWTHC will ensure that all units selected comply with mutually acceptable minimum property standards.

3.4 Occupant Selection

NWTHC or its agencies will ensure that all households selected to live in housing units assisted under this program will be households in need. Where Rent Supplement units are provided to housing cooperatives funded through the Federal Cooperative Housing Program, 50 percent of the occupants will be selected from public housing waiting lists and the remaining 50 percent by housing cooperatives.

4. ELIGIBLE PROJECT COSTS/ASSISTANCE

4.1 Unit Maintenance Costs

Eligible unit maintenance costs are costs incurred to repair abnormal damages caused by clients of the program or decoration expenses needed above those required of landlords or housing cooperatives as specified in subsection 7.4 of this Schedule.

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4.2 Assistance/Eligible Costs

The assistance is based on the monies required to pay the difference between the rent paid by the Rent Supplement client and a market rent which would be reasonable, given the characteristics of the unit and market conditions, and which will have been agreed to by NWTHC in its agreement with the owner of the unit.

5. PROJECT SELECTION/DELIVERY PROCESS

5.1 Targeting

With the exception of Rent Supplement units for the Federal Cooperative Housing Program, NWTHC will ensure that all units in this program are allocated within the geographic areas specified in the Operating Agreement and to priority groups in accordance with the approved three-year plan attached as Schedule B of the Operating Agreement. Rent Supplement units for the Federal Cooperative Housing Program will be made available to cooperative projects committed by CMHC, as set out in the approved three-year plan.

Taking into account the planning process, NWTHC will assist families and senior citizens within the priority groups with the intent to direct assistance in accordance with their share of core housing need relative to each other. Within the core housing need income limits, the

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number of units directed to households at the upper income levels will not exceed their proportionate share of need.

5.2 Project Selection

NWTHC will ensure that units providing the best value for money are selected. Where possible, a public tendering process should be used in the selection of projects and units. In selecting units, NWTHC will inspect the units to be designated for receipt of Rent Supplement assistance to ensure that they comply with housing standards acceptable to NWTHC and CMHC.

NWTHC may permit clients to select their own unit providing that the rent required for that unit does not exceed a level established by CMHC and NWTHC, that the unit meets all program criteria, and that it is made clear to the client that the Rent Supplement assistance remains with the unit and does not follow the client, should that client decide to move to other premises.

In allocating its units, NWTHC will also ensure that 30 percent of the units available through the Federal Cooperative Housing Program are provided Rent Supplements, as set out in Schedule B of the Operating Agreement.

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6. COMMITMENT/AGREEMENTS

6.1 Commitment

A commitment is a written undertaking to subsidize a specifically identified number of units and to incur budgetary expenditures related thereto.

A commitment is deemed to have occurred once an agreement is signed between NWTHC and a landlord or housing cooperative, for a specified number of housing units which will be subsidized.

Upon NWTHC signing the initial agreement, Canada and Northwest Territories commit to each other to provide assistance to that unit, subject to the reallocation provisions of 7.6, for a period of 35 years.

The reporting of the authorized budget take-up will be the number of units committed. "Unit" means a unit or bed where a unit is a self-contained dwelling in detached or multiple housing form to be occupied by one eligible household; and a "bed" is the bed to be occupied by each individual resident in a special purpose housing project or hostel.

Commitment documentation is to be communicated by NWTHC to CMHC by way of a notice of commitment form provided in program guidelines.

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6.2 Commitment Notification/Publicity

All news releases or announcements pertaining to an allocation or commitments to a project will be in accordance with the Operating Agreement and the program guidelines.

6.3 Agreement with Owners

NWTHC will ensure that the terms and conditions of the agreement with landlords or eligible housing cooperatives will be as approved by CMHC and NWTHC, and without limiting their scope, will contain references to: occupant selection; term of leases; security deposits; lease renewals; unit vacancies; unit maintenance; timing of payments to the owner; and renewal of the agreement.

7. PROJECT/PORTFOLIO ADMINISTRATION

7.1 Income Verification

NWTHC will ensure that the adjusted income of the household occupying the Rent Supplement unit is verified at least annually and will take steps to ensure the rent to be charged is adjusted accordingly and in a manner described in Appendix "1" of this Schedule.

7.2 Rent Review

Rents charged by landlords or housing cooperatives will be reviewed and agreed to yearly by NWTHC. In situations where NWTHC has agreed to rent adjustments based on escalation clauses, the conditions associated with making such adjustments will be reviewed.

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7.3 Duration of Leases

NWTHC will ensure that all leases between the landlord or housing cooperative and the tenant will be for a term of one year or more. Where NWTHC agrees to leases of less than one year, it will be for exceptional reasons or for purposes of incurring subsequent lease renewals at a specific date common to all NWTHC's rent supplement portfolio.

7.4 Maintenance of Units

NWTHC will ensure that landlords or housing cooperatives participating in this program maintain the units in a state of good repair. This will be achieved by way of on-site inspections carried out with a frequency agreed to by CMHC and NWTHC.

7.5 Repair of Units/Redecoration

NWTHC will agree to incur expenses to repair abnormal damages done by the occupants of Rent Supplement units. NWTHC will also agree to incur expenses to redecorate the units if required prior to the cyclical maintenance of units by the landlord or housing cooperative, as described in subsection 7.4 of this Schedule.

7.6 Unit Reallocation

A Rent Supplement commitment is for a term of 35 years. Within this 35-year period, a unit designation may be

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transferred to another unit or project of comparable cost upon expiry of the agreement with the landlord or housing cooperative, or may be renewed for the same unit.

During the period of agreement with the landlord or housing cooperative, if a household becomes ineligible or vacates a unit, NWTHC may, with the consent of the landlord or cooperative, revoke the unit designation and transfer it to another housing unit or project of comparable cost for the remaining term of the 35-year commitment.

A maximum of nine months may occur between the revocation of a unit designation or the expiration of the landlord or co-op agreement and its redesignation to another project or unit. After such nine months, the remaining portion of the 35-year commitment will be withdrawn. No subsidies will be paid between the revocation and redesignation dates.

Where a unit is transferred to another housing project, it is understood that such unit will be chosen as part of the selection process as identified in subsection 5.2 of this Schedule. Following this unit transfer, NWTHC will notify CMHC of the redesignation of the unit on a notice of commitment form specified in program guidelines. CMHC will be notified in the same manner of unit revocations.

8. ELIGIBLE PROGRAM COSTS

Eligible program costs will be shared by Canada and Northwest Territories on a 75/25 basis. These costs consist of:

8.1 Budgetary Costs

Budgetary costs include:

- . the funds required to pay the difference between the agreed market rent and rents collected from the clients, based on adjusted incomes and the Rent-to-Income Scale as specified in Appendix "1" of this Schedule. NWTHC may utilize a scale of its own, but operating losses eligible for assistance from Canada will be determined on the basis of whichever of the Northwest Territories' scale or the Federal Rent-to-Income Scale produces the lowest operating losses. Any scale in use must be attached in Appendix "1" and must not result in occupant households remaining in core need;
- . the unit repair/redecoration costs as defined in subsection 7.5 of this Schedule;
- . all eligible annual costs of delivery and administration based on performance standards acceptable to CMHC, including fees incurred in delivery.

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. Any financing interest payable on budgetary receipts and disbursements will be calculated at an interest rate acceptable to CMHC and NWTHC. Interest in such cases will be calculated on net expenditures to the date of reimbursement.

8.2 Exception

As indicated in subsection 3.1, rent supplement assistance may be made available to clients in non-profit and cooperative projects committed prior to 1979 under Sections 15, 15.1 and 34.18 NHA, provided that the Northwest Territories has matched the financial assistance provided by Canada through these sections of the Act and as specified in program guidelines.

9. BUDGETING AND CLAIMS

The financial reporting requirements for budgeting and claims are outlined in Appendix "3" to this Schedule, and detailed in program guidelines.

10. INFORMATION REQUIREMENTS

NWTHC will ensure that all information requirements outlined in Appendix "2" to this Schedule, and specified in program guidelines are provided to CMHC.

Commitment data will be provided no later than 30 days following the month a commitment is made. This information and updates to commitment data communicated previously will be sent in monthly bundles to CMHC.

RENT SUPPLEMENT PROGRAM
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Information pertaining to clients served by the program will be obtained once a year and no later than 31 March of the subsequent year. This will provide details on clients served in all units under administration or receiving subsidies through this agreement, as at 31 December of that year.

Annual project operating data will support the final audited statement of expenditure and this, along with client data, will be used as the basis for adjustments in federal payments of subsidy assistance, if necessary.

In Witness Whereof, the parties hereto have set their hands and seals in execution of these presents.

Signed at OTTAWA this 12TH day of JUNE
nineteen hundred and eighty-six in quadruplicate.

WITNESSED BY:

SIGNED BY:

Canada Mortgage and
Housing Corporation

Christine P. P.

[Signature]

[Signature]

Northwest Territories
Housing Corporation

P.H. Beaubier 65
P.H. Beaubier, President

[Signature]
E.L. Clark Vice President, Finance & Administration

PROGRAM ELIGIBILITY

DEFINITION OF INCOME FOR DETERMINING ELIGIBILITY

For purposes of determining eligibility under this program, total household income is the total income of the household (before tax) from all sources for all persons in the household 15 years of age and over, as defined by Statistics Canada in its most recent Household Income, Facilities and Equipment data base documentation.

FEDERAL PAYMENT-TO-INCOME SCALE

DEFINITION OF INCOME FOR DETERMINING BENEFITS

For purposes of establishing the rent to be paid, NWTTC will assess the annual "adjusted income" of the household in the following manner:

- . Assess the income, in whatever form received, of each member of the household; income includes for example:
 - salary, wages, commissions, rents, investment income, part-time earnings, tips, alimony maintenance payments and child support received from a separated or divorced spouse;
 - Unemployment Insurance Benefits, Social Assistance, Mother's Allowance, Welfare;
 - Old Age Security Pension, Guaranteed Income Supplement, CPP/QPP pension, private pensions or annuities;
 - the first \$5 800 income, in whatever form received, of children or dependents of the household.
- . Exclude from income the following, for each household member, if applicable:
 - family allowances, if they were included previously;
 - living-out or travelling allowances of any household member;
 - monies received from insurance settlements, inheritance, disability awards, sale of effects, capital gains;
 - the income, in whatever form received, of children or of dependents, if such children or dependents are in full-time school attendance;
 - work-related earnings of a single parent, working spouse or any other household member, excluding the household head, up to \$1 000 per year per qualifying household member;
 - for children or dependents not in full-time school attendance, the above-noted \$1 000 deduction can be applied against income in whatever form received.
- . Calculate the total income of all household members, after having considered all eligible income exclusions. The result of this is the "annual adjusted income" of the household.

For the purpose of this rent-to-income scale, a child is a person, related by blood or marriage to other members of the household, and of 25 years of age or less. A dependent is a member of the household who is considered a dependent of another member of this household per the requirements of Revenue Canada. A dependent of 25 years of age or less qualifies for the same income definitions and exclusions provided to children of the household.

If any member of the household is self-employed, the work-related earnings of this household member will be the annual net income, as defined by Revenue Canada, before any personal income tax deductions, plus any capital cost allowance used in the determination of the above net income.

In all cases, a verification/confirmation of the income of household members must be obtained; for example, a statement signed by the employer, or in the case of the self-employed, a copy of the most recent income tax return or other evidence satisfactory to NWTHC.

For the purpose of calculating rent, boarders are considered as members of the household and their income shall be considered on the same basis as other household members in the determination of the rent. Room and board paid to the household head or spouse will not be considered as part of the household's income.

BASIC RENT

The basic rent will be determined on the basis of the household's annual "adjusted income", calculated on a monthly basis, and as applied against the following rent-to-income table.

RENT-TO-INCOME TABLE

MONTHLY INCOME AND RENT

Adjusted Income (\$)	Per Cent	Adjusted Income (\$)	Per Cent
192	16.7	349	23.8
201	17.4	358	24.0
210	18.1	367	24.3
220	18.6	376	24.5
229	19.2	386	24.6
238	19.7	395	24.8
247	20.2	404	25.0
256	20.7	416	25.0
266	21.1	428	25.0
275	21.5	440	25.0
284	21.8	452	25.0
293	22.2	464	25.0
303	22.4	476	25.0
312	22.8	488	25.0
321	23.1	500	25.0
330	23.3	508 and up	25.0
340	23.5		

If the household is in receipt of social assistance, whether or not social assistance is the principal source of income, the basic rent will be the greater of the shelter component of welfare or the rent as determined on the basis of the above table, in conjunction with the household's total adjusted income.

RENT ADJUSTMENTS

- . The basic rent is that payment required on the part of the occupant(s) of the dwelling for fully serviced accommodation supplied with heat, water, hot water, stove and refrigerator.
- . Where the client of the program must pay for any of the services identified as part of a fully serviced unit over and above their basic rent, such basic rent will be reduced by an amount which will take into account the client's additional expenses.
- . Where services other than those identified as part of a fully serviced unit are provided, the basic rent will be increased to reflect the full economic costs of providing such services.
- . There will be no rent maximum set unless specifically approved by CMHC.
- . For a fully serviced unit, no rent will be set lower than \$32 per month.
- . For an unserviced unit, no rent will be set lower than \$22 per month.

CLIENT INCOME FLUCTUATIONS

A client's rent will be set once a year and that rent will not be adjusted during the year for income increases. Rent reductions during the year will however be permitted in instances where a client household supplies documented evidence that its income has decreased to a level which would result in a rent reduction of \$10 per month or more.

NORTHWEST TERRITORIES SCALE

DEFINITIONS

Lessee: A member of the family, that the Housing Association/Authority designates to be Head of the Household to sign the Tenancy Agreement.

Rent Assessment: Amount of rent that the Housing Association set for a tenant, using the NWTHC Rental Scale.

Assessable Income: The portion of gross income of each family member living a rental unit that is included in the calculation of rent.

Gross Income: All earned money every family member receives from wages or traditional pursuits (trapping, carving, fishing).

Territorial Rent Adjustment: Rent reduction based on the Department of Social Services Basic Living Allowance, community location and family size (six cost zones).

Homeownership Communities: Communities where homeownership accommodation is an alternative:

Fort Smith	Norman Wells	Rae-Edzo
Fort Providence	Arctic Red River	Detah Village
Fort Simpson	Inuvik	Yellowknife
Snowdrift	Tuktoyaktuk	Fort Norman
Latham Island	Fort Resolution	Fort Good Hope
Fort Franklin	Hay River	Fort McPherson
		Aklavik

Market Rent: Average current rental rates for similar non-subsidized housing units in a community.

Economic Rent: Rent calculated based on total operating costs and numbers of bedrooms.

FAMILY INCOME IN RELATION TO RENT

Gross Income

Income received by any family member that includes:

- . income from wage employment before any deductions for tax, UIC, etc.
- . net income from hunting, trapping and fishing, i.e. total revenue less related expenses of a) skidoo costs, b) tents, c) gas and oil, d) traps, e) any other reasonable expense
- . all pensions, unemployment benefits, income supplement payments
- . all regular payments from insurance funds, Workers' Compensation, legal settlements and alimony payments
- . all income from casual or cash based employment
- . all tips and gratuities
- . all interest and investment income
- . all employer granted housing subsidies and living allowances
- . all annuity payments

and excludes:

- . Family Allowance and Child Tax Credit payments
- . maintenance payments for foster children
- . income from the sale of "personal effects"
- . lump sum payment of:
 - a) insurance payments
 - b) legal settlements
 - c) inheritance payments
 - d) capital gains payments
 - e) disability payments

Note: only if these payments are "one-time lump sum payment"
they are not included in income

- . living out or travelling allowances where such payments represent out of pocket expenses
- . windfall gain, ie. Loto Canada, bingo, cash for life lottery
- . gifts of cash or kind
- . loans, grants and bursaries as they relate to education or business enterprise
- . earnings of children under the age of 18 in regular attendance at school
- . treaty payments

Assessable Income

Only a portion of the gross income of each member of the family is included in the calculation of the monthly rent. This portion of the gross income is called Assessable Income and it is equal to the total of the following:

- . gross income of the lessee (head of household)
- . gross income of the spouse less \$75.00 per month
- . gross income less \$75.00 per month for a lessee who is a single parent
- . gross income up to \$75.00 per month of all other members of the family but excluding Senior Citizens receiving Old Age Pensions and Disabled Tenants who are regular recipients of Disability Benefits.

MINIMUM RENT

The minimum monthly rent for any type of rental unit or tenant is \$32.00.

MAXIMUM RENT

Maximum Rent - Northern Rental Program

Maximum rent charged for different bedroom size units in the Northern Rental Program depends on the community where that unit is located.

In homeownership communities, the maximum rent is equal to Economic Rent or Market Rent, whichever is higher. In communities where homeownership is not an alternative, the Maximum Rent will be set after appraisal of the individual units meeting Public Housing supplied facilities, ie. supplied with heat, water, hot water, stove and refrigerator.

Maximum Rent - Public Housing Program

In homeownership communities, the Maximum Rent is equal to Economic Rent or Market Rent, whichever is higher.

In communities where homeownership is not an alternative, Maximum Rent will be based on rent charged for similar GNWT staff housing units, using the same definitions and formulae for measuring rentable areas of staff housing, and the rental rates as amended from time to time by the GNWT.

RENT ASSESSMENT

Procedure for Rent Assessment

To calculate the monthly rent charged to a family living in a rental unit, these steps should be followed:

- A. A Family Income Form will be filled showing the following:
 - . number of people living in the unit and their relationship to the head of household
 - . total gross income of everyone living in the unit
 - . size and type of unit
 - . Cost Zone of that community
 - . applicable maximum rent
 - B. The Housing Association/Authority Manager will then check to insure that all information given on the form is accurate and do the following:
 - . calculate the total Assessable Income based on the gross income of each member of the family
 - . to determine the rent, multiply the total Assessable Income by the applicable percentage of rent* based on the total amount of Assessable Income and subtract the applicable Territorial Rent Adjustment based on the Cost Zone of that community.
- * The percentage of rent applied to the Assessable Income ranges between 16.7% to 25%, as shown in the Schedule of Rent Percentage Charged to the Monthly Assessable Income chart.

**Schedule of Rent Percentage
Charged to the Monthly
Assessable Income**

<u>Assessable Income \$</u>	<u>Rent Percentage</u>	<u>Assessable Income \$</u>	<u>Rent Percentage</u>
up to - 200	16.7	303 - 311	22.5
201 - 209	17.4	312 - 320	22.9
210 - 219	18.1	321 - 329	23.1
220 - 228	18.6	330 - 339	23.4
229 - 237	19.2	340 - 348	23.5
238 - 246	19.7	349 - 357	23.9
247 - 255	20.2	358 - 366	24.0
256 - 265	20.7	367 - 375	24.2
266 - 274	21.2	376 - 385	24.5
275 - 283	21.6	386 - 394	24.6
284 - 292	22.0	395 - 399	24.8
293 - 302	22.3	400 and up	25.0

Rent for Senior Citizens and Disabled Tenants

For Senior Citizens and Disabled Tenants who are regular recipients of Disability benefits and who are the head of household, Housing Associations/ Authorities may charge a flat rate of monthly rent no less than the Minimum Rent of \$32.00 per month, and no greater than the rent assessed according to the Rental Scale.

Territorial Rent Adjustment

N.W.T. Communities by Cost Zones

Cost Zone 1	Cost Zone 3	Cost Zone 4	Cost Zone 5
Enterprise	Nahanni Butte	Lac La Martre	Snare Lake
Pine Point	Reliance	Rae Lakes	Arctic Bay
Fort Smith	Wrigley	Snowdrift	Broughton Island
Hay River	Aklavik	Trout Lake	Cape Dorset
Detah	Arctic Red River	Colville Lake	Igloolik
Yellowknife	Fort Norman	Fort Franklin	Lake Harbour
	Inuvik	Coral Harbour	Pangnirtung
Cost Zone 2	Norman Wells	Baker Lake	Resolute Bay
Fort Liard	Fort Good Hope	Chesterfield Inlet	Clyde River
Jean Marie River	Fort McPherson	Rankin Inlet	Pond Inlet
Fort Providence	Tuktoyaktuk	Bathurst Inlet	Whale Cove
Fort Simpson	Eskimo Point	Bay Chimo	Repulse Bay
Fort Resolution		Holman Island	Gjoa Haven
Kakisa Lake		Coppermine	Spence Bay
Rae-Edzo		Cambridge Bay	
		Frobisher Bay	Cost Zone 6
		Sanikiluaq	Grise Fiord
		Hall Beach	Paulatuk
		Nanisivik	Sachs Harbour
			Pelly Bay

Rent Reduction Scale
(Figures are in dollars)

Family Size - Number of People

Cost Zone	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	-3	-5	-7	-8	-10	-11	-12	-13	-13	-14	-15	-16	-16	-17
3	-6	-12	-16	-20	-24	-27	-29	-31	-33	-35	-37	-38	-40	-42
4	-9	-16	-23	-28	-34	-38	-41	-44	-46	-49	-51	-54	-56	-59
5	-11	-21	-29	-37	-43	-48	-53	-56	-60	-63	-66	-69	-73	-76
6	-14	-25	-36	-45	-53	-59	-65	-69	-73	-77	-81	-85	-89	-93

Monthly Basic Living
Allowance

Cost Zone 1 (Sept. 1, 1982)

House- hold Size	Food	Clothing	Personal Care	Total
1	\$101.00	\$ 20.00	\$ 25.00	\$ 146.00
2	184.00	40.00	30.00	254.00
3	258.00	60.00	35.00	353.00
4	324.00	80.00	40.00	444.00
5	382.00	100.00	45.00	527.00
6	430.00	120.00	50.00	600.00
7	470.00	140.00	55.00	665.00
8	500.00	160.00	60.00	720.00
9	530.00	180.00	65.00	775.00
10	560.00	200.00	70.00	830.00
11	590.00	220.00	75.00	885.00
12	620.00	240.00	80.00	940.00
13	650.00	260.00	85.00	995.00
14	680.00	280.00	90.00	1050.00

Cost Zone 2 (Sept. 1, 1982)

House- hold Size	Food	Clothing	Personal Care	Total
1	\$111.00	\$ 20.00	\$ 25.00	\$ 156.00
2	202.00	40.00	30.00	272.00
3	284.00	60.00	35.00	379.00
4	356.00	80.00	40.00	476.00
5	420.00	100.00	45.00	565.00
6	473.00	120.00	50.00	643.00
7	517.00	140.00	55.00	712.00
8	550.00	160.00	60.00	770.00
9	583.00	180.00	65.00	828.00
10	616.00	200.00	70.00	886.00
11	649.00	220.00	75.00	944.00
12	682.00	240.00	80.00	1002.00
13	715.00	260.00	85.00	1060.00
14	748.00	280.00	90.00	1118.00

Cost Zone 3 (Sept. 1, 1982)

House- hold Size	Food	Clothing	Personal Care	Total
1	\$126.00	\$ 20.00	\$ 25.00	\$ 171.00
2	230.00	40.00	30.00	300.00
3	322.00	60.00	35.00	417.00
4	405.00	80.00	40.00	525.00
5	477.00	100.00	45.00	622.00
6	537.00	120.00	50.00	707.00
7	587.00	140.00	55.00	782.00
8	625.00	160.00	60.00	845.00
9	662.00	180.00	65.00	907.00
10	699.00	200.00	70.00	969.00
11	736.00	220.00	75.00	1031.00
12	773.00	240.00	80.00	1093.00
13	810.00	260.00	85.00	1155.00
14	847.00	280.00	90.00	1217.00

Cost Zone 4 (Sept. 1, 1982)

House- hold Size	Food	Clothing	Personal Care	Total
1	\$136.00	\$ 20.00	\$ 25.00	\$ 181.00
2	248.00	40.00	30.00	318.00
3	348.00	60.00	35.00	443.00
4	437.00	80.00	40.00	557.00
5	516.00	100.00	45.00	661.00
6	580.00	120.00	50.00	750.00
7	634.00	140.00	55.00	829.00
8	675.00	160.00	60.00	895.00
9	715.00	180.00	65.00	960.00
10	755.00	200.00	70.00	1025.00
11	795.00	220.00	75.00	1090.00
12	835.00	240.00	80.00	1155.00
13	875.00	260.00	85.00	1220.00
14	915.00	280.00	90.00	1285.00

Cost Zone 5 (Sept. 1, 1982)

House- hold Size	Food	Clothing	Personal Care	Total
1	\$146.00	\$ 20.00	\$ 25.00	\$ 191.00
2	267.00	40.00	30.00	337.00
3	374.00	60.00	35.00	469.00
4	470.00	80.00	40.00	590.00
5	554.00	100.00	45.00	699.00
6	623.00	120.00	50.00	793.00
7	681.00	140.00	55.00	876.00
8	725.00	160.00	60.00	945.00
9	768.00	180.00	65.00	1013.00
10	811.00	200.00	70.00	1081.00
11	854.00	220.00	75.00	1149.00
12	897.00	240.00	80.00	1217.00
13	940.00	260.00	85.00	1285.00
14	983.00	280.00	90.00	1353.00

Cost Zone 6 (Sept. 1, 1982)

House- hold Size	Food	Clothing	Personal Care	Total
1	\$157.00	\$ 20.00	\$ 25.00	\$ 202.00
2	285.00	40.00	30.00	355.00
3	400.00	60.00	35.00	495.00
4	502.00	80.00	40.00	622.00
5	592.00	100.00	45.00	737.00
6	666.00	120.00	50.00	836.00
7	728.00	140.00	55.00	923.00
8	775.00	160.00	60.00	995.00
9	821.00	180.00	65.00	1066.00
10	867.00	200.00	70.00	1137.00
11	913.00	220.00	75.00	1208.00
12	959.00	240.00	80.00	1279.00
13	1005.00	260.00	85.00	1350.00
14	1051.00	280.00	90.00	1421.00

CALCULATION OF ECONOMIC RENT

Economic rents for different number of bedroom units are determined by dividing the expected total operating costs including amortization of all Public Housing Projects in one community by the total number of Public Housing units in the community and using the rentable room per annum factor (RRA).

To calculate the RRA, add $2\frac{1}{2}$ to the bedroom count of each unit type and multiply by the number of units. For bachelor units add $\frac{1}{2}$ to the basic $2\frac{1}{2}$ rooms.

Example:

The total operating costs for all Public Housing Projects in community (x) was \$316,000. These projects consist of 18 - 2 BR units, 25 - 3 BR units and 15 - 4 BR units.

$$\begin{array}{rcl} 18 \times (2 + 2\frac{1}{2}) & = & 81 \\ 25 \times (3 + 2\frac{1}{2}) & = & 137.5 \\ 15 \times (4 + 2\frac{1}{2}) & = & 97.5 \\ \hline & & 316. \text{ RRA} \end{array}$$

$$\begin{array}{l} \$316,000 \div 316 = \$1,000 \text{ per RRA} \\ \$ 1,000 \div 12 = \$83.33 \text{ per month} \end{array}$$

$$\text{Economic Rent for a 2 BR unit} = \$83.33 \times (2 + 2\frac{1}{2}) = \$375/\text{month}$$

$$\text{Economic Rent for a 3 BR unit} = \$83.33 \times (3 + 2\frac{1}{2}) = \$458/\text{month}$$

$$\text{Economic Rent for a 4 BR unit} = \$83.33 \times (4 + 2\frac{1}{2}) = \$542/\text{month}$$

The same formula (RRA) used in Public Housing, should also be used in the calculation of Economic Rent in the Northern Rental Program.

INFORMATION REQUIREMENTS: SUMMARY

Commitment Data:

- . this data is submitted by way of Notice of Commitment forms in monthly bundles;
- . the Notice of Commitment forms shall contain the following generic data elements:
 - project location, codes and address;
 - proprietor details, type, name and address;
 - date of agreement and subsidy commencement dates;
 - unit description:
 - agreed rent and its components;
 - details pertaining to unit transfers;
 - delivery agent type;
 - account identification information;
 - matching contributions (Sec. 15, 15.1, 34.18).

Client Data:

- . this data is provided once a year and pertains to clients receiving assistance in that year;
- . the data provided will pertain to:
 - type of owner (non-profit corporation, housing coop (with or without ILM), private landlord),
 - household composition,
 - household income and its source,
 - Native ancestry,
 - presence of special needs,
 - size and type of dwelling occupied,
 - rent paid,
 - previous dwelling conditions (only for households newly served during the year; may be obtained through sampling of client records).

Operating Data:

- . this data is provided once a year and contains the following generic data elements:
 - agreed market rents,
 - rents paid by clients,
 - repairs paid on clients' behalf,
 - subsidies paid,
 - arrears,
 - matching contributions (Sec. 15, 15.1, 34.18).

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- A. Budget Preparation
- B. Budget Administration
- C. Commitments
- D. Claims
- E. Annual Information - Audited
- Unaudited

For the Rent Supplement Program, all budgeting, claims and reporting will be segregated into the following activities unless otherwise indicated:

A. BUDGET PREPARATION

Budget limits for the budget year are established in Schedule B to the Operating Agreement.

1. Commitments - Units
2. Budgetary Expenditures
3. Cash Flow Forecast - Budgetary

Schedules of units committed and units placed under subsidy will be used to derive the forecasts of budgetary expenditures.

2. Budgetary Expenditures

3. Cash Flow Forecast - Budgetary

A summary of the expected quarterly cash flow of budgetary expenditures will be provided to assist in cash management.

B. BUDGET ADMINISTRATION

The approved annual budget is contained in Schedule B of the Operating Agreement. Changes to an approved budget must be determined and communicated in accordance with the Operating Agreement and the guidelines.

C. COMMITMENTS

A summary statement of commitment activity for the month is to be submitted within five working days of month end to permit timely monitoring and reporting of committed and uncommitted budgets. This statement is to be supported by a detailed listing by account number for each new commitment made in the month and of any change in that month to commitments made previously. This listing will be used to ensure that all individual commitment forms are transmitted by NWTHC.

Commitment activity will be split between current year's commitments and increases, decreases and cancellations of prior years' commitments. Commitments for assistance under the Rent Supplement program will be reported in units. Unit redesignation upon unit transfer is not included in this summary report.

D. CLAIMS

Claims for settlement between the parties will be submitted on a monthly basis within thirty days of the end of the month to which the transactions relate. Claims will contain sufficient information to permit:

- a) interim verification that the amounts being claimed or remitted are reasonable and within approved budgets;
- b) the recording of the necessary accounting entries relating to budgetary expenditures; and
- c) the monitoring of the status of the portfolio through continuity schedules of units committed and units under subsidy.

The entire financial activity of the program shall be reported by NWTHC, together with each party's proportionate share of expenditures.

Budgetary expenditures related to prior year accruals will be reported.

Amounts claimed for budgetary expenditures may be based upon estimates of actual activity. Estimates must be adjusted to actual on a periodic basis in accordance with program guidelines.

The monthly claim for the Rent Supplement Program will include:

1. Continuity Schedule: Units Committed/Under Subsidy

This schedule is required to monitor the number of units that have been committed in the program, those that are receiving subsidies, and those that are committed but not yet receiving assistance ("outstanding commitments").

Information provided includes the number of units committed, cancelled, or placed under subsidy during the month, the number of units receiving subsidies during the month, the number of units revoked and redesignated, and the number of units withdrawn.

2. Expenditures

A report of actual expenditures made or an estimate of expenditures incurred during the month is required to monitor the financial impacts of the program and to inform CMHC of its share of the expenditures.

The expenditures will be displayed by program activity and the following expenditure categories: net subsidy (including repair/redecoration costs), delivery and administration costs, and financing interest. Sufficient data will be provided to support the delivery and administration costs claimed. It is not necessary to provide detailed object of expenditure information in support of the amounts claimed monthly for delivery and administration costs.

The report will also disclose the respective share of the expenditures of each party and the amounts for which reimbursement is being requested by NWTHC.

E. ANNUAL INFORMATION - AUDITED

The audited statement of budgetary expenditures will provide an independent verification of the proper use of funds in accordance with the Operating Agreement and program guidelines and will be used to determine the final amount payable to or recoverable from NWTHC for the fiscal year ending 31 March.

The audited statement and its supporting schedules will contain information at a level similar to that provided on the monthly claims for the fiscal year.

This statement and its supporting schedules will be accompanied by operating data at the project level as outlined in Appendix "2" (Information Requirements) of this Schedule and summarized by program activity. Project level operating data will be audited in accordance with program guidelines. Budgetary expenditures will be broken down by year of commitment in a supporting schedule. This schedule does not require audit and may be based upon reasonable estimates.

Audited information will be submitted no later than 30 September.

ANNUAL INFORMATION - UNAUDITED

Annual outstanding commitment information as at 31 December will be submitted for planning and monitoring purposes and to support information contained in CMHC's records.

Outstanding commitment information will be classified by year of commitment approval. This will include a detailed listing of projects committed and not yet receiving assistance.

This information is required to reconcile the detailed commitment files maintained by CMHC to those of NWTHC.

Unaudited information must be submitted to CMHC no later than 31 January.

F. BUDGETARY EXPENDITURE ACCRUALS

Budgetary expenditures which have been incurred but not disbursed within the fiscal year ending 31 March and which, in accordance with program guidelines, should be charged to the budget for that year, will be reported by NWTHC by 30 April. This information will be certified by a senior financial officer of NWTHC.

